

## Environmental Health Sciences Self-Study Course SS3010

### Lesson 13: *Administration*

#### Part I: Multiple Choice

1. Environmental health technicians' assignments differ from environmental health scientists' or sanitarians' assignments in that \_\_\_\_\_.
  - a. a technician's job is more time-consuming but less difficult
  - b. environmental scientists' and sanitarians' jobs are more time-consuming but less difficult
  - ☒ c. technicians are not required to resolve problems that require the application of new methods and techniques or those that require action beyond the specific work assignment
  - d. sanitarians and scientists are required to resolve problems but are not required to take action beyond specific work assignments.
2. To have a successful environmental control service, the retention of competent personnel is a primary concern. Which of the following is (are) required to retain competent personnel?
  - a. adequate salaries
  - b. pleasant, stimulating working conditions
  - c. a dynamic and challenging program
  - ☒ d. all of the above.
3. The changing role of environmental health scientists, including their duties of administering services to the public, has been brought about largely due to
  - ☒ a. adequate intelligence data on environmental trends showing the urgency for action
  - b. stricter governmental control
  - c. public recognition of the problems and the desire for higher quality of life
  - d. none of the above.
4. The \_\_\_\_\_ is responsible for preparation of documents to guide environmental health administrators and planners in the development of appropriate programs.
  - a. World Health Organization
  - b. American Public Health Association
  - c. United States Environmental Protection Agency
  - ☒ d. Public Health Service.

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5. Sanitarians, environmental health scientists, and other environmental specialists must obtain which of the following minimum educational requirements?
  - a. an associate degree in environmental health
  - b. a associate degree in science
  - ☒ c. a baccalaureate degree
  - d. a master's degree.
6. The statement of goals and objectives should recognize environmental quality and community needs such as
  - a. clean air
  - b. clean food service establishments
  - c. decent housing
  - ☒ d. all the above.
7. Since competent direction is essential to a divisional program's effectiveness, it is important to offer
  - a. bonus salaries
  - b. marginal salaries
  - ☒ c. a structured, incremental pay plan
  - d. none of the above.
8. The terms "goals" and objectives" are sometimes used interchangeably; however, objectives should be considered as
  - a. a general direction
  - ☒ b. the final purpose or aim that can be measured
  - c. the idea which is always realized
  - d. both a and c above.
9. All of the following describe objectives used in environmental quality planning **except**
  - ☒ a. non-measurable
  - b. realistically obtainable
  - c. obtainable in a specified time period
  - d. specifically measurable.

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10. What should be done after the project is an ongoing program?
- a. go to the next problem
  - b. have a cost analysis done
  - ☒ c. reevaluate goals and objectives; refine program
  - d. analyze collection of consideration factors.
11. A program plan should be developed for each of the program activities. This plan should list which of the following criteria for each activity?
- a. work load and methods to meet program objectives and financing
  - b. resource requirements, goals and objectives
  - c. need for the program, evaluation, and law
  - ☒ d. all the above.
12. Self-imposed health risk factors include
- a. exposure to sunlight
  - b. diet
  - c. smoking
  - ☒ d. all the above.
13. Standards must be scientifically supported, understandable, measurable and
- a. traditional
  - b. acceptable to all parties involved
  - ☒ c. enforceable
  - d. rigid.
14. An administrative process of measuring and analyzing results in relation to specific goals, objectives, aims or targets is
- a. record keeping
  - b. daily activity reports
  - c. coding
  - ☒ d. evaluation.



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15. In order to perform an evaluation, the data collected must be reliable. Which of the following is not a definitive characteristic of reliability?
- a. consistent
  - ☒ b. easy to obtain
  - c. reproducible
  - d. precise.
16. In order to perform an evaluation, it is necessary that the data or information collected be
- a. current and applicable
  - b. organized and understandable
  - ☒ c. valid and reliable
  - d. unbiased and reliable.
17. A disease condition which occurs for 3 months or more is called
- a. acute
  - ☒ b. chronic
  - c. symptomatic
  - d. degenerative.
18. A well developed \_\_\_\_\_ activity report can serve practically all the reporting needs of an organization for statistical purposes.
- a. daily
  - ☒ b. weekly
  - c. monthly
  - d. yearly.
19. The McBee system (for record keeping) is suitable when the maximum number of cards per sorting does not exceed
- a. 500
  - b. 800
  - ☒ c. 1,000
  - d. 1,500.

20. Which of the following is the most critical step needed before detailed information is collected?
- ☒ a. determining how the information will be used
  - b. determining how often the information will be updated
  - c. determining how much time will be needed for data collection
  - d. determining how much time will be needed for the record-processing unit to enter the data.
21. Field observations are not always reported in total because
- ☒ a. the reported forms are usually inadequate
  - b. the significance of the data is not understood
  - c. the field staff are instructed to limit observations
  - d. the supervisor may insist on reinspection.
22. In an environmental control statistical report for program, the "total man-days expended" will
- a. include the total number of premises or initial services in each program activity for which the local health unit is responsible
  - b. refer to the number of premises where an annual, routine, or special inspection was made for the first time during the year
  - ☒ c. show the type and amount of manpower allocated to each of the program activities.
  - d. none of the above.
23. A comprehensive inspection of an establishment when it is first brought under departmental control is a(n) \_\_\_\_\_ or \_\_\_\_\_ inspection.
- a. 3-, 5-year
  - b. floor plan, flood diagram
  - c. necessary, required
  - ☒ d. initial, complete.

24. The \_\_\_\_\_ inspections are annual or scheduled inspections to determine compliance with laws, codes, rules, and regulations.
- a. initial
  - b. complete
  - ☒ c. routine
  - d. reinspection.
25. Which type of inspection would be conducted prior to legal action?
- a. reinspection
  - b. routine
  - ☒ c. complete
  - d. initial.

## Part II: Multiple Choice

1. The agencies general administrative plan provides the basis for
  - a. a search warrant
  - ☒ b. an administrative warrant
  - c. a seizure
  - d. none of the above.
  
2. What article of the U.S. Constitution protects a nonpublic area from unreasonable searches and seizures?
  - a. III
  - ☒ b. IV
  - c. V
  - d. VI.
  
3. A standard for dishwashing that states that the "total bacteria count should not exceed one hundred per utensil surface," is an example of what type of objective?
  - a. enforceable
  - ☒ b. specification
  - c. compliance
  - d. performance.
  
4. The number of inspections divided by the number of workdays should equal which of the following?
  - ☒ a. average number of inspections per workday
  - b. average number of hours per inspection
  - c. average number of city inspections per workday
  - d. average number of county inspections per workday.
  
5. \_\_\_\_\_ is the failure to perform an official duty without sufficient excuse.
  - ☒ a. nonfeasance - Doing nothing
  - b. misfeasance - doing right thing in wrong way
  - c. malfeasance - doing wrong thing.
  - d. a or b above.



6. An example of \_\_\_\_\_ is closing down an establishment without first giving a required statutory notice.
- a. malfeasance
  - b. nonfeasance
  - ☒ c. misfeasance
  - d. none of the above.
7. The number of inspections of a facility should be based on
- ☒ a. the risk of illness, injury or death
  - b. the number of sanitarians employed within a specific location
  - c. the previous inspection records on the facility over a period of time
  - d. the number of times foodborne outbreaks have occurred within that facility.
8. Which of the following statements is true regarding an inspection efficiency rating?
- a. the average amount of time required for each inspection must be determined by the administrator of the sanitation program
  - ☒ b. the quality of the inspections should be emphasized over quantity
  - c. the numerical rating obtained per year is less important as the relative change from year to year
  - d. it is not possible to receive a rating over 100 percent.
9. \_\_\_\_\_ is the doing of an authorized act in an unauthorized manner.
- a. nonfeasance
  - b. misfeasance
  - ☒ c. malfeasance
  - d. feasance.
10. From a legal standpoint, which of the following is true regarding enforcement of standards?
- a. a Federal standard is easier to enforce than a State standard
  - b. a State standard is easier to enforce than a Federal standard
  - c. a performance standard is easier to enforce than a specification-type standard
  - ☒ d. a specification-type standard is easier to enforce than a performance standard.



11. When a health violation is classified as a misdemeanor, it can be more readily resolved by \_\_\_\_.
- a. criminal proceedings
  - ☒ b. civil action
  - c. immediately closing the facility
  - d. posting a public notice.
12. An action authorized by law to restrict or prevent the movement of goods for the protection of public health, safety and welfare is called
- a. an injunction
  - ☒ b. an embargo
  - c. an order to cease and desist
  - d. a subpoena.
13. Legal proceedings to enforce a law may include
- a. issuance of an order to eliminate a violation
  - b. suspension of a permit
  - c. civil sanctions
  - ☒ d. all of the above.
14. Education should start with planned, routine, intensive in-service training of
- a. division directors
  - b. owners of Food service facilities
  - ☒ c. all field and office personnel
  - d. septic tank contractors.
15. Letter and report writing are effective means of acquainting \_\_\_\_\_ with the diversity and complexity of problems.
- a. local officials
  - b. establishment owners
  - ☒ c. the general public
  - d. lawmakers.

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16. Which of the following is the most effective technique for ceasing operation of a noncomplying establishment?
- a. a mandatory injunction
  - ☒ b. revoking a license
  - c. an injunction
  - d. lawmakers.
17. Administrative hearings can be useful because
- a. they get the attention of the CEO
  - ☒ b. they educate the organization about the law
  - c. they avoid media attention
  - d. all of the above.
18. In many cases the only contact many people have with a control agency such as a health department is through which of the following avenues of communication?
- ☒ a. telephone
  - b. personal meetings
  - c. public meetings
  - d. letter.
19. The organizational structure used to provide environmental protection services should include
- a. clinics, sections, and bureaus
  - b. bureaus, consultants, and specialists
  - ☒ c. units, bureaus, and sections
  - d. specialists, clinics, and bureaus.
20. Inspections of nonpublic areas can be made by consent of the owner or occupant and
- ☒ a. on the basis of a general administrative plan
  - b. whenever premises are vacant
  - c. whenever premises are unlocked
  - d. without regard to requests or demands that inspectors leave the premises.

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21. In preparing a legal action, one of the first steps a sanitarian should do is to
- a. obtain a warrant
  - b. obtain a court order
  - ☒ c. keep very accurate records
  - d. check with other agencies.
22. The random inspection approach
- a. averages out in the end
  - ☒ b. fails to focus on recurring problem establishments
  - c. is the most comprehensive
  - d. alleviates staff shortage.
23. The effectiveness of an inspection program depends on technical competence and the \_\_\_\_\_ of regulatory staff.
- a. academic degrees
  - b. physical qualifications
  - c. genealogy
  - ☒ d. attitude.
24. Environmental health regulatory staff must be \_\_\_\_\_ first and foremost.
- a. enforcers
  - ☒ b. educators
  - c. undergraduates
  - d. legislators.
25. When an order has been ignored, the next step is to
- ☒ a. issue a second order
  - b. hold an administrative hearing
  - c. obtain a subpoena
  - d. obtain a warrant.